

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Summer Medical and Life Insurance Premiums p. 1

Appointments Ending May 15 p. 1 & 2

Summer Hours p. 2

Modernization Initiative Updates p. 2

Crimson Spirit Award p. 3

Wellcoug Wellness Tip p. 3

2018 Employee Engagement Survey Responses p. 4

Training and Development p. 4

Pre-Retirement Seminar p. 4

Paydays

Thursday, May 10

Friday, May 25

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Summer Medical and Life Insurance Premiums



Biking and blading on the Chipman Trail; Bob Hubner, WSU Photo Services

Faculty and staff on academic or less-than-12-month appointments will have summer medical and life insurance premiums, and any associated surcharges, collected from the last paychecks of the spring semester.

- Life insurance premiums for the summer break will be taken from the May 10 check.
- Medical premiums and the tobacco or spouse surcharges (if applicable) will continue to be taken from the May 25 check.
- Lump sum premiums for life insurance and medical premiums will be equivalent to seven pay period premiums (one May premium and all June, July, and August premiums).
- Deduction dates may vary for employees with appointment terms other than nine months.

HRS sent a direct email to the work email address of employees meeting these conditions on April 18. The email provides details about the summer premium collection schedule. Visit hrs.wsu.edu/summer-premium-collections for FAQs, examples, and additional information. Questions may be directed to HRS Benefits at 509-335-4521 and hrs@wsu.edu.

Appointments Ending May 15

Departments need to submit separation PERMS for appointments ending May 15 as soon as possible and no later than May 9.

It is imperative that separation PERMS actions be submitted if it is known an employee will not be back in the fall, or if it is uncertain if the employee will be renewed for the fall.

Story continued on page 2.



Summer Hours



With the academic year drawing to a close, it is time for managers to make plans for summer schedules.

Washington State University business hours are 8:00 a.m. to 5:00 p.m. year round. In keeping with a long-standing practice, many

University offices observe a schedule known as summer hours while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m.

During summer hours, it is the responsibility of the supervisors and staff of each area to provide service to the public during the noon hour and from

4:00 p.m. to 5:00 p.m. Summer hours are approved at the department level. Review and approval from the appropriate manager is required for employees to work summer hours.

Managers may approve an employee to work a flexible work schedule, including a 4/10 schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations and applicable rules or policies.

For more information, please visit hrs.wsu.edu/managers/flexible-scheduling. Contact Human Resource Services at 509-335-4521 if you have questions.

Appointments Ending May 15 *(continued from page 1)*

In the event a faculty member will not be returning for fall 2018 but will have a summer appointment, a resignation PERMS should still be submitted for the end of the academic year. A separate summer appointment can then be entered into PERMS.

Please contact HRS Benefits to determine if the summer appointment will extend benefit eligibility beyond May, since that may not always be the case.

Additionally, if you have a nine-month faculty member who has submitted a resignation letter stating they will not be returning to employment for fall 2018, the resignation date should reflect the last day of their

Summer hours will be 7:30 a.m. to 4:00 p.m., with 30 minutes for lunch, from Monday, May 7, through Friday, August 10.

paid academic appointment, i.e., May 15, 2018. Departments are not to accept resignation letters with resignation dates that do not correspond with the paid appointment.

One way to be good stewards of University resources is to ensure timely discontinuance of employer benefit contributions for employees who are no longer eligible. Questions about appointments may be directed to HRS Benefits at 509-335-4521 and hrs@wsu.edu.

Modernization Initiative Updates

Visit modernization.wsu.edu for updates on recent activities.



Kari Sampson;
Shelly Hanks, WSU Photo Services

Crimson Spirit Award

Kari Sampson, college recruiter for the CAHNRS academic programs, is the Crimson Spirit honoree for April 2018.

Kari serves as advisor to the CAHNRS Ambassadors, exceptional students who aid in recruitment and retention efforts throughout the state. She was also instrumental in creating the Ignite program, which identifies and cultivates outstanding academic recruits.

She directs a program called Spark, which brings high schools, WSU Research and Extension Centers, and stakeholders together to inform high school students about research and career opportunities in the agricultural and food sciences.

Kari additionally serves as the CAHNRS liaison with community colleges throughout the state. CAHNRS is very active in creating articulation agreements with

community colleges. This is an extremely involved process and not an easy or quick accomplishment. Under Kari's direction, CAHNRS leads the university in such agreements and continues to expand them.

As her nominator notes, many of the programs Kari develops are "the first of their kind and are often copied by other colleges at the University. She is tremendously innovative and always looking for new ways to communicate with students." Kari Sampson is recognized for exceeding expectations and providing outstanding contributions to the WSU community.

Wellcoug Wellness Tip



Exhale your worries

You can't control what happens to you, but you can control how you react. When it comes to feeling stress or anxiety, there's a simple, effective response: deep breathing. Studies show that high, sustained stress is associated with high blood pressure, anxiety, depression, and a suppressed immune system. Deep breathing is a quick, simple (and free) way to manage stress in the moment. It not only calms you, but slows your heartbeat, relaxes your muscles, decreases your feelings of anxiety, and wards off panic attacks.

How to breathe deeply

Inhale slowly through your nose until your lungs cannot hold any more air, and then push all of that air slowly out through your mouth. Take deep breaths during stress at least five times.

If you are faculty or staff enrolled in a WSU Health Plan, you may also earn SmartHealth points toward your 2018 Wellness Incentive by practicing these techniques. Learn more at the [SmartHealth Activities webpage](#).

2018 Employee Engagement Survey Responses

Thank you, WSU employees who responded to the biennial survey.

A total of 3,009 surveys were completed online, for a completion rate of 45 percent. These figures do not include surveys submitted through the US Postal Service.

The five units below had the highest response rates:*

- External Affairs and Government Relations, 100 percent
- Graduate School, 100 percent
- WSU Everett, 80 percent
- Information Technology Services or Enterprise Systems, 74 percent
- University Development, including Alumni Relations, 73 percent

**Employees had the option of not identifying their unit.*

Featured Online Training

Comprehending Financials: A Guide to Financial Statements

This 30-minute course is for nonfinancial professionals who want a better understanding of finance and accounting. This training covers the three basic types of financial statements (income statements, cash flow statements, and balance sheets), as well as their reporting requirements and how information is arranged within them. To take the course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Advances in Strategic Management: Finance and Strategy

This book contains rigorous research papers that bridge the strategy and finance fields. The book encompasses a range of combinations among the two main subdivisions of strategy research—corporate strategy and business (competitive) strategy—and the two main subdivisions of finance research—corporate finance and capital markets. To read this online book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.



Pre-Retirement Seminar

May 9, 2018
2:30 p.m. to 4:00 p.m.

Pre-retirement seminars are offered monthly in Pullman at Human Resource Services (French Administration 139). Concurrent video-conferencing is available for other WSU locations. More information is available [here](#).

Instructor-Led Trainings (ILTs)

Click the links below for more information. This may require you to first log in with your WSU network ID and password.

Proven Keys to Career Building and Recovering from Self-Inflicted Wounds*

May 2, 3:30–5:00 p.m.

Purchasing Card: New Cardholders

May 3, 1:30–3:30 p.m.

WSU Online Training System: Management Functions

May 8, 1:30–3:00 p.m.

WSU Strategic Plan

May 8, 1:30–3:00 p.m.

Department Pay

May 9, 2:00–3:30 p.m.

Paid Sick Leave Requirements Training

May 11, 2:00–3:30 p.m.

Discrimination, Sexual Harassment, and Sexual Misconduct Prevention—An Overview

May 16, 9:00–10:30 a.m.

Successful Delegation

May 22, 9:00–11:00 a.m.

Whistleblower Act

May 24, 9:00–10:00 a.m.

Staff Recruitment Basics

May 22, 1:30–3:00 p.m.

**Class is filling fast.*